

Division of Student Affairs Sustainability Expectations

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The University of Florida, Division of Student Affairs (DSA) is well-positioned to advance sustainable initiatives. The DSA includes millions of square feet of facilities, staff that is committed to efficiency and productivity, and student groups and organizations that are increasingly participating in and developing sustainable strategies. The following introduction from The Educational Facilities Professionals Practical Guide to Reducing the Campus Carbon Footprint (2008) highlights the task before us.

The phrase *cone of uncertainty* is one you might hear weather forecasters use when describing a gathering storm. Early on, as a storm is taking shape, it's difficult to know how fast it will pick up speed, how forceful it may be, where it will hit with greatest impact, and the extent of the damage it may leave behind.

Tackling climate change can be viewed in this context. In the case of the storm, we may feel like spectators, with circumstances seemingly outside our control. In reality, this isn't a localized storm. The entire planet is in peril, and we need to do much more than wait and watch. We can and must act to influence the outcomes, despite the things we don't yet know. We don't know how long it will take. We don't know the perfect way to proceed. We don't know what new solutions will emerge. We don't know how much it will cost. (p. 1)

We do know that we are in control of many aspects of our day-to-day work environment that will have an effect on the outcome of carbon neutrality. Our staff are investigating new technologies and products, they are computing returns on investment for sustainable products and materials, and we have students who are increasingly interested and demanding of our advancing sustainability initiatives.

The DSA has prepared this set of sustainability expectations for the Student Affairs departments. This set of sustainability expectations was prepared by the Student Affairs Sustainability Committee composed of representatives from all DSA departments. This will become a dynamic document as each year we will advance our expectations and responsibilities to reach our three year sustainability vision.

Division of Student Affairs Directors are expected to:

1. Reinforce the importance of waste recycling, reuse, and reduction throughout the department through meetings, e-mail messages, and personal conduct.
2. Formally assign responsibility for identified environmental-related programs and initiatives to staff members throughout the department and include progress and

- performance in these assigned areas as part of each employee's annual performance appraisal.
3. Ensure the department's office and administrative areas are provided with separate waste containers for recycling of bottles and cans (glass, plastic, and metal containers) and mixed paper (white paper, colored paper, and newspaper).
 4. Establish a formal non-negotiable expectation throughout the department that all staff will minimally recycle bottles and cans and mixed paper.
 5. Purchase, install, and maintain recycling containers for bottles and cans and mixed paper in public areas in buildings and facilities directly managed by divisional departments (such as residence halls, student union, recreation facilities). As needed, coordinate placement and servicing of these containers with the Physical Plant Department as appropriate.
 6. Provide a summary of the department's current environmental-related goals, accomplishments, and future goals as part of the department's annual report. The report should address departmental actions/initiatives in the following general environmental categories as appropriate:

Waste reduction, salvage and reuse, and recycling (i.e., establishing recycling centers, reuse of office supplies, reuse of print cartridges, etc.).

Energy and water conservation (i.e., energy competitions, educational stickers for conservation, use of new fixtures, etc.).

Building design and project standards (i.e., construction to silver LEED rating, use of photovoltaic, low volume fixtures, water free fixtures, etc.).

Product purchasing (i.e., natural, zero, or low VOC (volatile organic compounds) paint; energy efficient appliances; etc.).

Outdoor environment (i.e., use of pavers versus concrete, low maintenance and low impact landscaping, composters, water barrels, etc.).

Reduced use of pesticides (i.e., use of integrated pest management, etc.).

Reduced use of chemicals (i.e., use of new technology eliminating chemicals, use of new sustainable products in place of chemicals, etc.).

7. Address methods (i.e., training, education, etc.) of increasing participation of students and other clients in energy conservation and waste recycling, reduction, and reuse within the facilities and buildings.
8. Appoint at least one departmental member to the University of Florida Green Team through the Office of Sustainability.

Division of Student Affairs Supervisors, Managers, and Staff are expected to:

1. Recycle all bottles and cans (glass, plastic, and metal containers) and mixed paper (white paper, colored paper, and newspaper) and not to dispose of these materials in trash containers.
2. Advise a supervisor, building manager, or Physical Plant Department representative of interior building locations where there are no reasonably available containers for recycling bottles and cans and mixed paper.
3. Seek to introduce new opportunities for water and energy conservation through contests, education, replacement of fixtures, and the like within respective area of responsibility.
4. Seek to introduce new opportunities for waste recycling, reduction, and reuse within respective area of responsibility.
5. Recycle all of corrugated cardboard packing boxes in the nearest exterior cardboard recycling dumpster or require vendors to remove boxes at time of delivery.
6. Ensure provisions for recycling bottles and cans and mixed paper are included in the planning division or departmental sponsored events.
7. Seek to purchase products manufactured from recycled materials when product costs and other factors such as maintenance or performance requirements permit.

Division of Student Affairs Staff are expected to do the following associated with the performance of administrative tasks/functions:

1. Prepare documents using double-sided printing unless there is a specific or unique requirement for single-sided copy.
2. Maintain mixed paper recycling containers near all printers and photocopiers for disposal of discarded waste paper.
3. Recycle and reuse all toner and printer cartridges.
4. Collect “gently” used file folders, 3-ring binders, file dividers, and other reusable office supplies and equipment and distribute for reuse in the department.
5. Recycle toner cartridges from departmental printers and copiers through appropriate agencies.
6. Purchase “Energy Star” computers and other equipment as a department standard (comply with the sustainable purchasing directive <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.12.16>).
7. Use paper comprised minimally of 30% post consumer recycled material with existing department copiers and printers from a local vendor when possible.
8. Purchase note pads, writing pads, file folders, and message pads comprised minimally of 30% post consumer recycled materials from a local vendor when possible.
9. Shred sensitive or confidential personnel documents for recycling with appropriate agencies.

Three Year Division of Student Affairs Sustainability Vision

The Sustainability Committee has prepared a three year sustainability vision. The Committee believes that each year a new set of expectations can be developed in order to achieve the three year vision.

1. All large-scale events planned and sponsored within Student Affairs are zero-waste (i.e., reusable, recyclable, compostable, etc.).
2. Eighty-five percent of student-oriented processes and information (i.e., applications, forms, calendars, etc.) will be on-line, web-based applications.
3. One hundred percent of the building services will practice green-cleaning technology or alternative cleaning technology.
4. One hundred percent of office and workshop paper, plastic, glass, batteries, and metal are recycled accordingly.
5. All staff are encouraged and supported in the use of alternative transportation at work and commuting to/from work.
6. All new and replacement vehicle purchases are hybrids, flex fuel, or alternative transportation (i.e., Gators, Mules, EasyGo, etc.) as appropriate and available.
7. All departments have fully evaluated adjusted work schedules for exempt and nonexempt staff where appropriate and applicable.
8. All departments have fully evaluated their staff recruitment policies for travel, food, accommodations, and the like to realize savings and environmental impact.
9. The Division of Student Affairs will complete a staff retention study.

References

Educational Facilities Professionals (2008). *Practical guide to reducing the campus carbon footprint*. Alexandria, VA: Author.

University of Maryland – College Park (2005). *Environment-related expectations*. College Park, MD: Author

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